MDOT Michigan Department of Transportation

Research Advisory

"Promoting innovative research for economic benefit and improved quality of life"

Research Project Communication Improvements

Research Administration now accepts electronic submittals and document collaboration through the ProjectWise (PW) file management software system. **Draft deliverables documents can easily be shared and reviewed, and invoices, quarterly reports and final deliverables should be submitted in PW.**

Document Submittals Folder – Quarterly Reports and Final Project Deliverables
Each partner organization now has a Document Submittals folder in PW. Principal Investigators (PI's) should have already submitted a quarterly report or test document to the folder, and now final project reports can also be submitted.
Please note: Two hard copies of final project reports will still need to be mailed to the MDOT Librarian, Jennifer Herron.

Collaboration Folder – Work in Progress and Draft Final Reports
Each Project file now has a Collaboration folder in PW. This folder gives you a way to jointly work on draft documents in one location or transfer large files that can't be emailed. For example, PIs can drop the document in this folder and await word from the Project Manager (PM) that he or she has left comments.
Please note: This folder is for temporary collaborative use only. Once a document is complete, the final version should be 'submitted' to MDOT via the Document Submittals folder.

Additional Information
Instructions and workflow documents for PMs are available in Research Administration's Resources folder in PW.

Instructions for PIs are available within the Document Submittals folder in PW. The document explains the difference between the two folders, how they should be used, and detailed steps for 'submitting' a document to MDOT Research.
Please note: PIs that need to get access to PW, please request an access form by emailing MDOT-Research@michigan.gov.

Please contact Michael Townley, Manager, Project Administration, with any questions.

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